

## MBPAC Meeting Minutes

Location: Maryland Department of Transportation, 7201 Corporate Center Drive, Hanover, MD

Date: October 14, 2016

Time: 9:30 am – 11:30 am

### **Attendees:**

Eric Brenner, Dr. Charles Glass, Sergeant Laura A. Beck, Robert Gaston, Christopher Herst, E. Scott Hansen, John F. Hartline, Gregory W. Hinchliffe, Carol Kachadoorian, Jon Morrison, Erin Penniston, Kevin Racine, James G. Titus, Cari Watrous, John Z. Wetmore, Curtis Johnson, Oluseyi Olugbenle, Meredith Hill, Diane Patterson

### **I. Welcome/Introductions**

- a. Eric Brenner, Chair of MD Bicycle/Pedestrian Advisory Committee (MBPAC)

All members and guests introduced themselves

Oluseyi Olugbenle will replace Curtis Johnson as MBPAC's MDOT staff person.

Chairman Brenner explained that the majority of the past year's meetings were around the state, which was good for exposure and building trust. In 2017, MBPAC hopes to support MDOT on more specific project work.

### **II. Approval of June Minutes**

June minutes were approved.

### **III. MDOT Intra-Agency Report (see attached)**

Members discussed the importance of coordination and communication between MDOT's transportation business units (TBUs).

Marty Baker, Manager, Intermodal Policy and Programs, MDOT-TSO Office of Planning and Capital Programming will continue to be a point of contact for MBPAC, and can help connect members with other TBUs within MDOT. Her staff on the Intermodal Policy and Programs team are Oluseyi Olugbenle, Meredith Hill, Virginia Burke, and Diane Patterson.

The regional planners at SHA (see links on the next page) can also serve as points of contact.

Meredith Hill discussed the purpose, participants, structure, and focus of the sub/group. The MDOT Intra-Agency standing group was created to facilitate coordination between MDOT TBUs to develop and implement a unified perspective from multimodal policy and initiatives. The monthly meetings provide a structure in which to develop and discuss strategies to implement MDOT directives, policy, and guidance, and to identify and facilitate collaboration with stakeholders. The participants including key MDOT TBU representatives from the Transportation Secretary's Office (TSO), the State Highway Administration (SHA), and the Maryland Transit Administration (MTA), with Motor Vehicle Administration (MVA) and Maryland Transportation Authority (MDTA)

representatives participating as needed. She shared a few examples of work items including: group awareness of relevant events and announcements, discussion of identified multimodal safety issues, identifying and improving metrics to track and report MDOT bicycle and pedestrian investments, and facilitate collaboration with MBPAC to inform policy and programming.

- MDOT, SHA Regional Information & District - <http://www.roads.maryland.gov/Index.aspx?PageId=839>
- MDOT, SHA Office of Planning and Preliminary Engineering, Regional and Intermodal Planning Division - <http://www.roads.maryland.gov/Index.aspx?PageId=507>

#### **IV. Access Management Update**

SHA was not present at the meeting. MBPAC will revisit access management discussions next year.

Current version of the Maryland State Highway Access Manual can be found here: <http://www.roads.maryland.gov/Index.aspx?PageId=393>

#### **V. Potential Areas of Focus – 2017**

a. Curtis Johnson, Policy Analyst, MBPAC Staff

1. Bike Map Development, Maryland Scenic Byways, and “Bike friendly” tourist destinations

Chairman Brenner and other members cited a need for a good electronic version of the map and integration with google maps or other GPS services. Other members stated that some jurisdictions, such as the Eastern Shore, would like a printed map. The Department of Commerce would like to use these materials to promote tourism destinations. MBPAC will create working group for these three topics in 2017.

2. ICC Working Group/MdTA on-road access issues (including Nice Bridge)

The group discussed the reduction of bicycle hours on the Hatem Bridge. Dr. Charles Glass mentioned that bicyclists are still able to daily cross the bridge. Members also discussed the possibility of presenting about the 19 mile ICC hiker/biker trail to the MDOT Intra-Agency group.

3. Public Utility Rights of Way, hiker/biker

There was a brief discussion regarding inviting utility companies to an MBPAC meeting, and engaging MBPAC members as technical experts. There are some utilities that support trail development as a way of showing their commitment to a community, could be an important opportunity for partnerships in the future.

4. Legislative issues (all agencies)

The group discussed using brown back lunches to learn about these issues, and the possibility of bringing back the use of MBPAC resolutions to demonstrate support for certain pieces of legislation.

5. Snow Removal Best Practices

Cari Watrous will compile research on this issue.

6. Presentation on crash/incident data

There was a brief discussion on how this data can be used to advocate for safety improvements, and that it would make an excellent brown bag lunch topic.

7. School district expansion of bike training for students

The group discussed opportunities to leverage #commit2ten, Safe Routes to School and CDC Funding. The Education and Awareness subcommittee may be able to conduct outreach to local agencies, and find out what local community organization are doing.

8. Vision Zero Plan/engineering design standards/Complete Streets

The group briefly discussed the need to engage SHA about design guidelines.

9. Traffic circles vs. signalized intersections

There was a brief discussion of the safety merits of these two systems, and whether there is an opportunity to work on the MUTCD.

10. Speed limit minimums

The group discussed the need to address speed limit minimums in the State.

**VI. Dates/Locations for 2017 Meetings**

a. Eric Brenner/Curtis

Chairman Brenner discussed the structure of meetings to include four quarterly meetings and smaller workgroup meetings or brown back lunches.

The first meeting will be on Friday January 13<sup>th</sup> at 10:00am. Location TBD

Chairman Brenner closed the meeting by announcing that October 31<sup>st</sup>, 2016 is the Anacostia Riverwalk Trail ribbon cutting, which will also include some grant announcements.

Meeting was adjourned at noon.

## COMMONLY USED ACRONYMS

Revised Oct16

A/E	Architectural/Engineering
AASHTO	American Association of State Highway & Transportation Officials
ADA	Americans with Disabilities Act
ADE	Assistant District Engineer
ADT	Average Daily Traffic
AFSCME	American Federation of State, County & Municipal Employees
APTS	Advanced Public Transportation Systems
ASCE	American Society of Civil Engineers
ASHE	American Society of Highway Engineers
ASLA	American Society of Landscape Architects
ASTM	American Society for Testing and Materials
ATA	American Trucking Association
ATIS	Advanced Traveler Information Systems
ATMS	Advanced Traffic Management Systems
AVCS	Automatic Vehicle Control Systems
AVI	Automatic Vehicle Identification
AVL	Automatic Vehicle Location
BMC	Baltimore Metropolitan Council
BPW	Board of Public Works
BWI	Baltimore-Washington International Airport
CBD	Central Business District
CE	Categorical Exclusion or Chief Engineer
CEAM	County Engineers Association of Maryland
CEC	Consultant Engineers Council of Maryland
CFR	Code of Federal Regulations
CHART	Coordinated Highways Action Response Team, Office of
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation and Air Quality
CMERS	Computerized Maintenance Expenditure Reporting System
CMS	Congestion Management System
COBRA	Consolidated Omnibus Budget Reconciliation Act
COG	Council of Governments
COMAR	Code of Maryland Regulations
CPM	Critical Path Method
CTP	Consolidated Transportation Program
D&E	Development & Evaluation Program
DBM	Department of Budget & Management
DCE	Deputy Chief Engineer
DE	District Engineer
DGS	Department of General Services
DLR	Department of Licensing and Regulation
DMS	Dynamic Message Sign
DNR	Department of Natural Resources
DOE	Department of the Environment
DOI	Department of the Interior (U.S. Government)
DOT	Department of Transportation
DOTOPS	Department of Transportation Operations System

DPW	Department of Public Works
E&S	Erosion & Sediment
EA	Environmental Assessment
EAF	Environmental Assessment Form
EIS	Environmental Impact Statement
EMS	Equipment Management System
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
FAA	Federal Aviation Administration
FAP	Federal Aid Program
FAP NO.	Federal Aid Project Number
FEBBS	Federal Electronic Bulletin Board System
FEIS	Final Environmental Impact Statement
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact
FTA	Federal Transit Administration
HIBs	High Intensity Beacons
HNI	Highway Needs Inventory
HOV	High Occupancy Vehicle
HUD	Housing & Urban Development (U.S. Government Dept.)
ITE	Institute of Traffic Engineers
JFK	John F. Kennedy Highway
JFX	Jones Falls Expressway
LOS	Level of Service
LRP	Long Range Plan
LRT	Light Rail Transit
MAA	Maryland Aviation Administration
MACO	Maryland Association of Counties
MADD	Mothers Against Drunk Driving
MAP	Maryland Action Plan
MARC	Maryland Rail Commuters
MBE	Minority Business Enterprise
MDE	Maryland Department of Environment
MDOT	Maryland Department of Transportation
MDP	Management Development Program (now ALP)
MDTA	Maryland Transportation Authority
MEMA	Maryland Emergency Management Agency
MEPA	Maryland Environment Policy Act
MGS	Maryland Geological Society
MHT	Maryland Historical Trust
MIS	Management Information Services or Major Investment Study
MMS	Maintenance Management System
MNCPPC	Maryland National Capitol Park & Planning Commission
MOC	Memorandum of Contract
MOSHA	Maryland Occupational Safety & Health Administration
MOU	Memorandum of Understanding
MPA	Maryland Port Administration
MPEC	Maryland Professional Employees Council
MPO	Metropolitan Planning Organization
MSP	Maryland State Police

MTA	Maryland Transit Administration
MTP	Maryland Transportation Plan
MUTCD	Manual on Uniform Traffic Control Devices
MVA	Motor Vehicle Administration
MVM	Million Vehicle Miles
MWCOG	Metropolitan Washington Council of Governments
NAAQS	National Ambient Air Quality Standards
NAGHSR	National Association of Governors' Highway Safety Representatives
NAPA	National Asphalt Paving Association
NASHTO	Northeast Association of State Highway & Transportation Officials
NCHRP	National Cooperative Highway Research Program
NEPA	National Environmental Policy Act
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NICET	National Institute of Certified Engineer Technicians
NIST	National Institute of Standards and Technology
NSC	National Safety Council
NTP	Notice to Proceed
NTS	National Transportation System
O-D	Origin-Destination
OED	Office of Environmental Design (SHA)
OHD	Office of Highway Design (SHA)
OIT	Office of Information Technology (SHA)
OMB	Office of Management & Budget
OMT	Office of Materials Technology (SHA)
OOA	Office of Administration (SHA)
OOC	Office of Construction (SHA)
OOF	Office of Finance (SHA)
OOM	Office of Maintenance (SHA)
OOTS	Office of Traffic and Safety (SHA)
OPC	Office of Procurement & Contracts
OPPE	Office of Planning & Preliminary Engineering (SHA)
OPR	Office of Policy & Research (SHA)
OPSB	Office of Personnel Services & Benefits (DBM)
ORE	Office of Real Estate (SHA)
OSHA	Occupational Safety & Health Administration
PE	Preliminary Engineering or Project Engineer
PI	Preliminary Investigation
PPD	Project Planning Division
PS&E	Plans Specifications & Estimates
R/W	Right-of-Way
RFP	Request for Proposals
RIPD	Regional and Intermodal Planning Division
RP	Regional Planner
SEC	State Ethics Commission
SHA	State Highway Administration
SOC	Statewide Operations Center
STAA	Surface Transportation Assistance Act
STIP	Statewide Transportation Implementation Program
STP	Surface Transportation Program
SWM	Storm Water Management

TAC	Traffic Advisory Committee
TDM	Travel Demand Management
TIP	Transportation Improvement Program
TMA	Transportation Management Area
TRB	Transportation Research Board
TSO	The Secretary's Office
UPWP	Unified Planning Work Program
USDOT	United States Department of Transportation
USFWS	United States Fish and Wildlife Service
USGS	United States Geological Survey
VMS	Variable Message Signs
VMT	Vehicle Miles of Travel
WMATA	Washington Metropolitan Area Transit Authority
WSSC	Washington Suburban Sanitary Commission
WZTC	Work Zone Traffic Control